



SIGN PERMIT INFORMATION & REQUIREMENTS

ALL SIGNS REQUIRING PERMITS MUST BE SUBMITTED, REVIEWED, AND APPROVED PRIOR TO BEING ERECTED OR INSTALLED. ANY SIGN ERECTED OR INSTALLED WITHOUT A PERMIT IS SUBJECT TO THE PERMIT FEE'S BEING DOUBLED OR OTHER ENFORCEMENT ACTION TAKEN.

PERMIT APPLICATION SUBMITTAL:

- One completed application is required for each sign to be installed.
- All information required must be submitted, including drawing submittals as described below.
- The date, job address, lot and block, owner/tenant name, address and phone number, contractor name, address and phone number, type of sign, total square footage of sign, value of project, the electrician's information if the sign is illuminated, and printed name and signature of the applicant should be filled in on the permit application. Incomplete applications will not be processed. All applications must be legible.
- Sign contractors and electrical contractors must be registered with the Town. The General Contractor Registration Form should be used for sign contractors and the Licensed Contractor Registration Form should be used for registering electricians.

DRAWING SUBMITTAL:

- Two copies of artwork/drawings (**to scale**) of proposed signage, including all wording and graphics (applies to all signs)
- Two copies of elevation/building wall or facade (**to scale**) showing lineal building wall length and proposed location of sign (applies to wall signs, window signs, and temporary banners)
- Two site/plot plans (**to scale**) showing the proposed sign location, all easements, and any other signage existing on the property (applies to all signs)
- Two copies of engineered foundation plans (applies to ground signs)
- One copy of your 501(c)(3) (non-profit organizations only)
- Property Owner's Permission Form (off-premises signs only)

EXPIRATION OF PERMIT:

- All sign permits shall expire and become null and void if the work authorized by such permit is not commenced within 60 days from the date of issuance, or if the work authorized by the permit is suspended or abandoned at any time after the work is commenced for a period of more than 120 days. Before any work is recommenced, a new permit shall be obtained.



SIGN PERMIT APPLICATION
 (Incomplete applications will not be processed.)
 (Application must be legible.)

APPLICATION DATE _____

PERMIT ID

JOB ADDRESS _____ SUITE # _____

LOT _____ BLOCK _____ SUBDIVISION _____

<u>Owner Information</u>	<u>Contractor Information</u>
Property Owner:	Owner:
Address:	Contact Person:
Phone Number:	Company:
Tenant (if applicable):	Address:

Type of Sign:

- | | |
|--|--|
| <input type="checkbox"/> Ground Sign | <input type="checkbox"/> "Grand Opening" Sign |
| <input type="checkbox"/> Wall Sign | <input type="checkbox"/> "Now Open" Sign |
| <input type="checkbox"/> On-Premise Project or Development Sign | <input type="checkbox"/> "Coming Soon" Sign |
| <input type="checkbox"/> Off-Premise Project or Development Sign | <input type="checkbox"/> Real Estate Sign |
| <input type="checkbox"/> Window Sign | <input type="checkbox"/> For sale/lease of property |
| <input type="checkbox"/> "Open" Sign | <input type="checkbox"/> For sale/lease of building/office |
| <input type="checkbox"/> "Now Hiring" Sign | <input type="checkbox"/> Other: _____ |

Temporary? _____ If yes, dates needed: _____

Was a "Notice of Violation" issued for this sign by Code Enforcement? Yes or No

Total Square Footage of Sign _____ Estimated Sign Value \$ _____

Illuminated? _____ If yes, fill out electrical contractor information below:

Electrical Contractor Information

Master Electrician:

Company Name:

Address:

Note: All electrical wiring shall conform to the electrical codes of the Town.

Sign Permits will not be processed until the following applicable documents are provided:

- ___ 2 copies of site plan indicating the location of the sign (all signs)
- ___ 2 drawings to scale of proposed sign (including all wording and graphics) and all existing signs located on the premises, visible to the public (all signs)
- ___ 2 drawings to scale of building façade or elevation, including lineal building wall length (wall signs, window signs, and temporary banners)
- ___ 2 copies of engineered foundation plans (ground signs)
- ___ 501(c)(3) (non-profit organization only)
- ___ Property Owner's Permission Form (off-premises signs only)

Note: Please review the above submittal requirements and make sure each line is checked or labeled as not applicable.

Description of Sign:

Expiration of Permit: All sign permits shall expire and become null and void if the work authorized by such permit is not commenced within 60 days from the date of issuance, or if the work authorized by this permit is suspended or abandoned at any time after the work is commenced for a period of more than 120 days. Before any work is recommenced, a new permit shall be obtained.

Please check your deed restrictions and Home Owners Association requirements before erecting any sign, as they are not regulated by the Town of Flower Mound.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel any Federal, State, or local law regulating construction or the performance of construction. As the contractor or authorized agent for the contractor, I understand that it is my responsibility to adhere to the above timeframes.

Applicant's Signature (If contractor listed, this person must be listed on the general contractor's registration as authorized to submit permits.)

Applicant's Printed Name

This section for office use only

Approved By _____ Date _____

Permit Total _____ InVision Code _____